

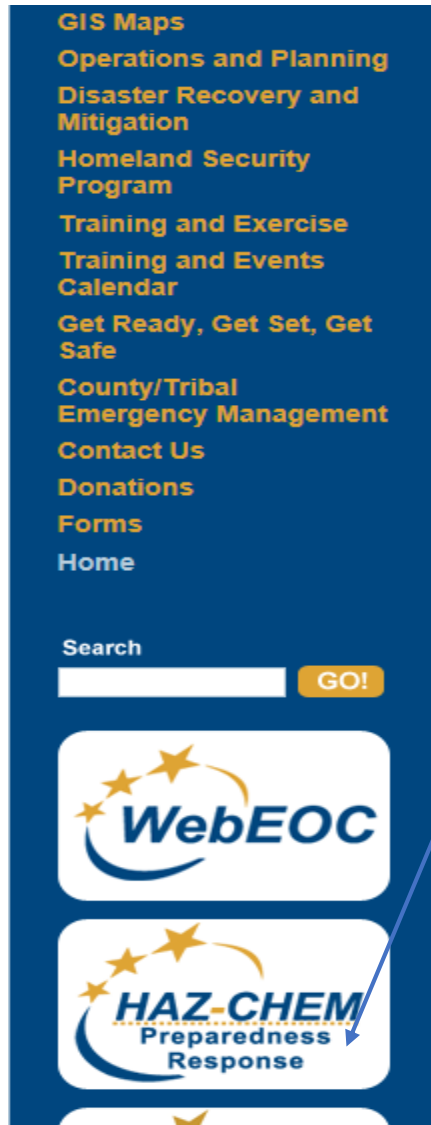


North Dakota Tier II Instructions

Use this set of instructions if you have
PREVIOUSLY filed a Tier II Report with the ND
Department of Emergency Services

Reporting Year 2015/Calendar Year 2016 for reports
due March 1, 2016

Start with Internet Explorer and type in <http://www.nd.gov/des>, you should be taken to the following site. Scroll down the left side of the page under the NDDDES Logo and click on the Haz-Chem Preparedness Response Logo.



Welcome

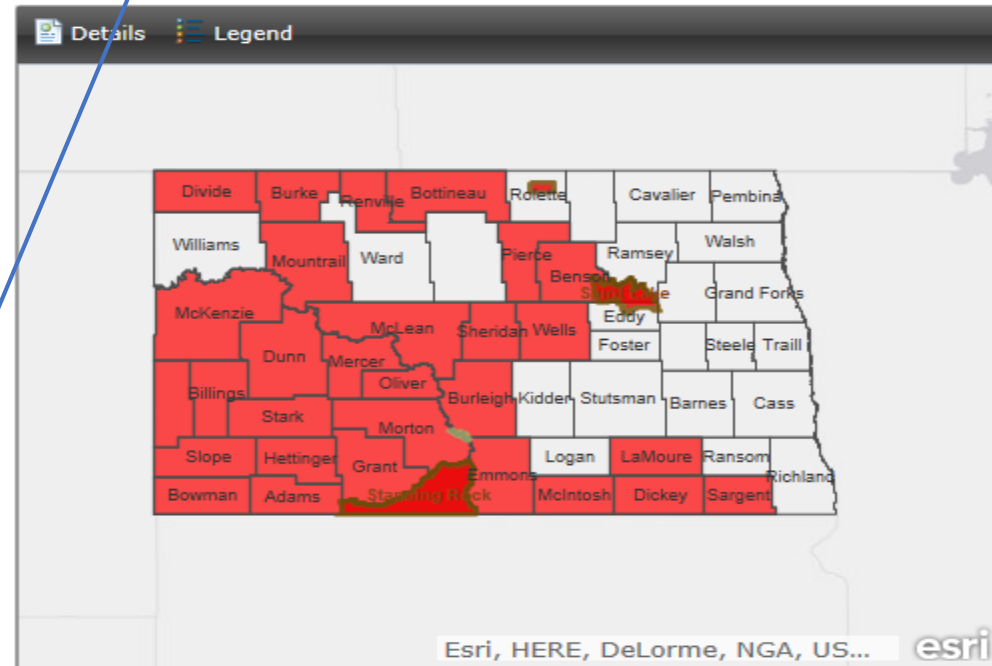
Local Burn Restrictions and Fire Declarations

The following map depicts counties and tribal nations where fire emergencies have been declared and burn bans/restrictions implemented.

Please refer to the interactive map below to view existing county and tribal (dark red) declarations.

By clicking on the county or tribal areas on the map below you can view additional information regarding burn bans/restrictions for a particular area.

This list may not be all inclusive. Please contact your county emergency manager for the most current information and for specific restrictions that may exist in your county.



After clicking on the Haz-Chem Preparedness Response Logo, you should then be taken to the following screen.



This page should come up on your screen. You will see the “Tier II Reporting Software” and also “ND Tier II Instructions”. Now click on the gold lettered “Tier II Reporting Software”.

GIS Maps

Operations and Planning

Operations

Planning

**Haz-Chem
Preparedness and
Response**

Report an Incident

**State Emergency
Response
Commission**

WebEOC

**Fire Danger
Awareness**

**Disaster Recovery and
Mitigation**

Homeland Security

Haz-Chem Preparedness and Response

Tier II Reporting Software

use the following link to submit your Tier II filing for the past reporting year.

Tier II Reporting Software

ND Tier II Instructions



THESE ARE NEW INSTRUCTIONS FOR 2014.

Tier II Reporting Instructions

If you have a North Dakota Log In ID and Password, type that in the appropriate block below.

GIS Maps
Operations and Planning
Disaster Recovery and Mitigation
Homeland Security Program
Training and Exercise
Training and Events Calendar
Get Ready, Get Set, Get Safe
County/Tribal Emergency Management
Contact Us
Donations
Forms
Home

Search **GO!**

ND Tier II Filing: Initial Starting Point

North Dakota *login* **North Dakota Log In**

Already Registered - [Not sure?](#)

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

Login

[Update your account](#)

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

NOTE: This year we have two sets of instructions. One for those people who have never filed a Tier II report with the ND Department of Emergency Services (instructions listed here); and a second set of instructions for those people who previously filed a Tier II report with the ND Department of Emergency Services.

GIS Maps
Operations and Planning
Operations
Planning
Haz-Chem
Preparedness and
Response
Report an Incident
State Emergency
Response
Commission
WebEOC
Fire Danger
Awareness
Disaster Recovery and
Mitigation
Homeland Security

Haz-Chem Preparedness and Response

Tier II Reporting Software

use the following link to submit your Tier II filing for the past reporting year.

[Tier II Reporting Software](#)

ND Tier II Instructions

THESE ARE NEW INSTRUCTIONS FOR 2014.

[Tier II Reporting Instructions](#)

NOTE: We ask that you “Please” read the new instructions that we have developed for you. There are some changes to the procedures for filing your report and by taking a few minutes to read through the instructions, that should help you understand what has occurred. If after reviewing the instructions you still have questions, then please contact one of us.

After you have logged into the DES website, the following screen should appear. This screen shows all of the Tier II reports that you have filed previously. From here, you will now click on “Past Reports”.

ND Tier II Filing: Manage Companies and Facilities

[Add Company](#)[File New Report](#)[Non-Submitted Reports](#)[Past Reports](#)[FAQ](#)

* Please verify ALL company and facility information is current before you submit any reports.

Companies Attached to Your Profile

City of Crosby

[show details](#)[edit](#)[add facility](#)

Facilities Under: *City of Crosby*

Crosby Water Plant

[edit](#) | [reports](#)

Gray Oil Company

[show details](#)[edit](#)[add facility](#)

Facilities Under: *Gray Oil Company*

Gray Oil Company

[edit](#) | [reports](#)

Mitchell's Chemical Supply (MCS)

[show details](#)[edit](#)[add facility](#)

Facilities Under: *Mitchell's Chemical Supply (MCS)*

Mitchell's Chemical Supply - Bismarck

[edit](#) | [reports](#)

ND Tier II Filing: All Your Reports

[<< Tier II Home](#)[FAQ](#)

Submitted Reports						
Report Title	Report ID	Reporting Year	Date Submitted	Date Processed		
Crosby Water Plant	78	2009	1/15/2010	1/25/2010	view	create copy
Gray Oil Company	242	2009	1/20/2010	4/6/2010	view	create copy
LaVelle Company	397	2009	1/21/2010	2/4/2010	view	create copy
Fredonia Coop Oil Company - 2014	23197	2014	2/17/2015	2/22/2015	view	create copy
DeBoer's Chemical Supply	24945	2014	8/5/2015	Still Being Processed	view	create copy
Mitchell's Chemical Supply RY2015	25030	2015	9/30/2015	Still Being Processed	view	create copy

Find your facility from the previous reporting year and then click on “create copy”.

NEW: Starting with reporting year 2015 you will need to select one of three choices for your emergency contact. Refer to NOTE listed below. After you have selected one of the three choices, then click on “Submit”.

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

<< Past Reports

FAQ

- ☐ Use one new emergency contact for all facilities on the new report
- ☐ Update each facility emergency contact individually for the new report
- ☐ Use original information, on the old report, for the new report

Submit

NOTE: Starting with RY2015, you will be required to type in your “Emergency Contact” each year. The rationale for this is that we have discovered that personnel move around so much that the information from last year’s report may not be correct. So we ask that you insure each year that your “Emergency Contact” information is accurate and up-to-date. NDDES Haz-Chem staff will be making random phone calls to the phone numbers listed on your “Emergency Contact” information to insure that the information is current for the reporting year.

If you are using a new emergency contact you will click on the “Use one new emergency contact for all facilities on the new report”.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

- ☒ Use one new emergency contact for all facilities on the new report
- ☐ Update each facility emergency contact individually for the new report
- ☐ Use original information, on the old report, for the new report

After you click on “Submit”, the following screen should appear.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

Update Emergency Contact Info

* Name:

* Title:

* Email:

* Phone:

* 24 Hour Phone:

* Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?

☒ Yes ☐ no

* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?

☒ Yes ☐ no

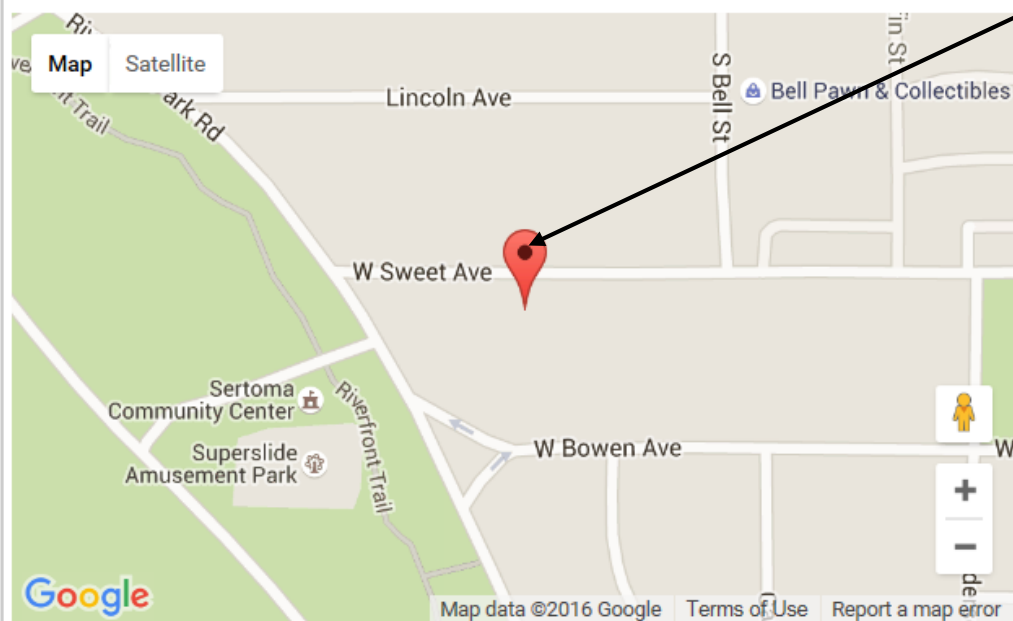
If you have a physical address, click Set Map Marker Via Address button to have the marker move to the above address. If you do not have a physical address, add your latitude and longitude and click Set map marker via lat/long. Please verify the marker location. If needed, click and drag the marker to the correct location

Lat: 46.8028369

Long: -100.80418299999996

Set Map Marker Via Address

Set Map Marker Via Lat/Long



* SIC code:

* NAICS Code:

DUN & Bradstreet Number:

* TRI Identification Number:

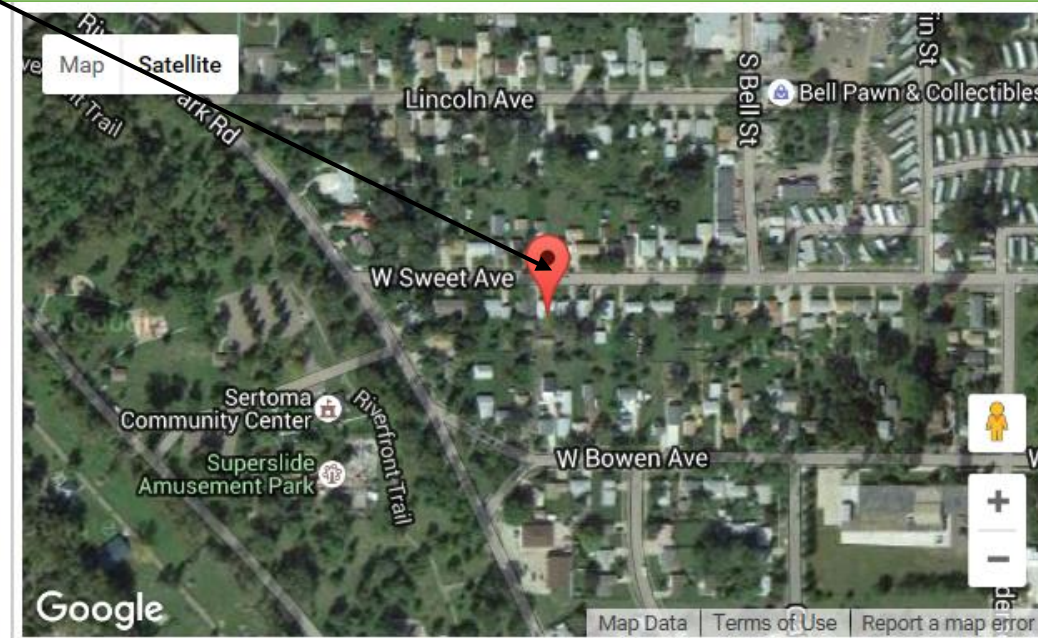
* RMP Identification Number:

Click on the appropriate box if your facility is "Subject to Emergency Planning under Section 302 of EPCRA). **THIS MEANS DO YOU HAVE ANY EXTREMELY HAZARDOUS SUBSTANCES (EHS) STORED IN YOUR FACILITY.**

Click on the appropriate box if your facility is subject to Section 112(r) of the Risk Management Program (RMP), or if your facility is subject to the Chemical Accident Prevention Program under section 112® of the Clean Air Act (CAA) Risk Management Program (RMP).

Click on either "Set Map Marker Via Address" or Set Map Marker Via Lat/Long". What this does, it sets the marker for your facility based on either the "physical address" or the "legal description" you used. This will also put in your latitude and longitude for your facility.

NOTE: If you need to move the "marker" to place to place it on your facility, that can be accomplished by clicking on "Satellite" on the map.



Type your "Standard Industrialization Code" (SIC) along with the" North American Industrialization Code "(NAICS)

If you know your "Dunn & Bradstreet Number", type that in, in this box. If you do not have one, leave the box blank

If you are subject to the "Toxic Release Inventory" (TRI) Program, type in your facility ID number provided by the EPA. If you are not subject to TRI, type in "N/A".

If you are subject to the "Risk Management Program" (RMP), type in your facility ID number provided by EPA. If you are not subject to RMP, then type in "N/A".

Effective with this year's reporting is a new requirement to provide NDDes with the legal description for your facility location. You should be able to obtain this from the County 911 Coordinator, When you type in your "legal description" it MUST be put in this way. If not, then it may be returned for correction. **T 146N R95W S16.** (No commas or periods) It MUST be in this format.

You should be able to obtain your legal description by clicking on the link listed below.

<http://www.earthpoint.us/TownshipsSearchByLatLon.aspx>

Add New Facility <i>(items marked with an * are required)</i>	
* Facility Name:	Test Company - DeBoer Ag Supply
* Legal Description:	
Physical Address:	903 W. Sweet Ave.
* City:	Bismarck
* County:	Burleigh ▼
* State:	ND ▼
* Zip:	58504-5342
* Phone:	701-111-1234
Fax:	
* Email:	rdeboer@nd.gov
* Maximun No. Of Occupants:	4
* This Facility is:	<input checked="" type="radio"/> Manned <input type="radio"/> Unmanned

After clicking on “Use one new emergency contact for all facilities on the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

ND Tier II Filing: All Your Reports

<< Tier II Home FAQ

Submitted Reports					
Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
NON-Submitted Reports				edit or submit these reports	
Report Title	Report ID	Date Created			
Mitchell's Chemical Supply RY2015 - 2014	25141	12/9/2015		view	delete

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

After you have clicked on “edit or submit this report”, the following screen should appear. From here you will select the appropriate “box” for what ever action that will be required. If you need to edit the report name, click on that box.

NOTE: This box only edits the report title, nothing in the facility report or in the company.

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

FAQ

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015 - 2014*

ID: 25143

Date: 12/9/2015

edit report information

add/remove facilities on report

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

remove facility

change facility

add chemical

add facility map

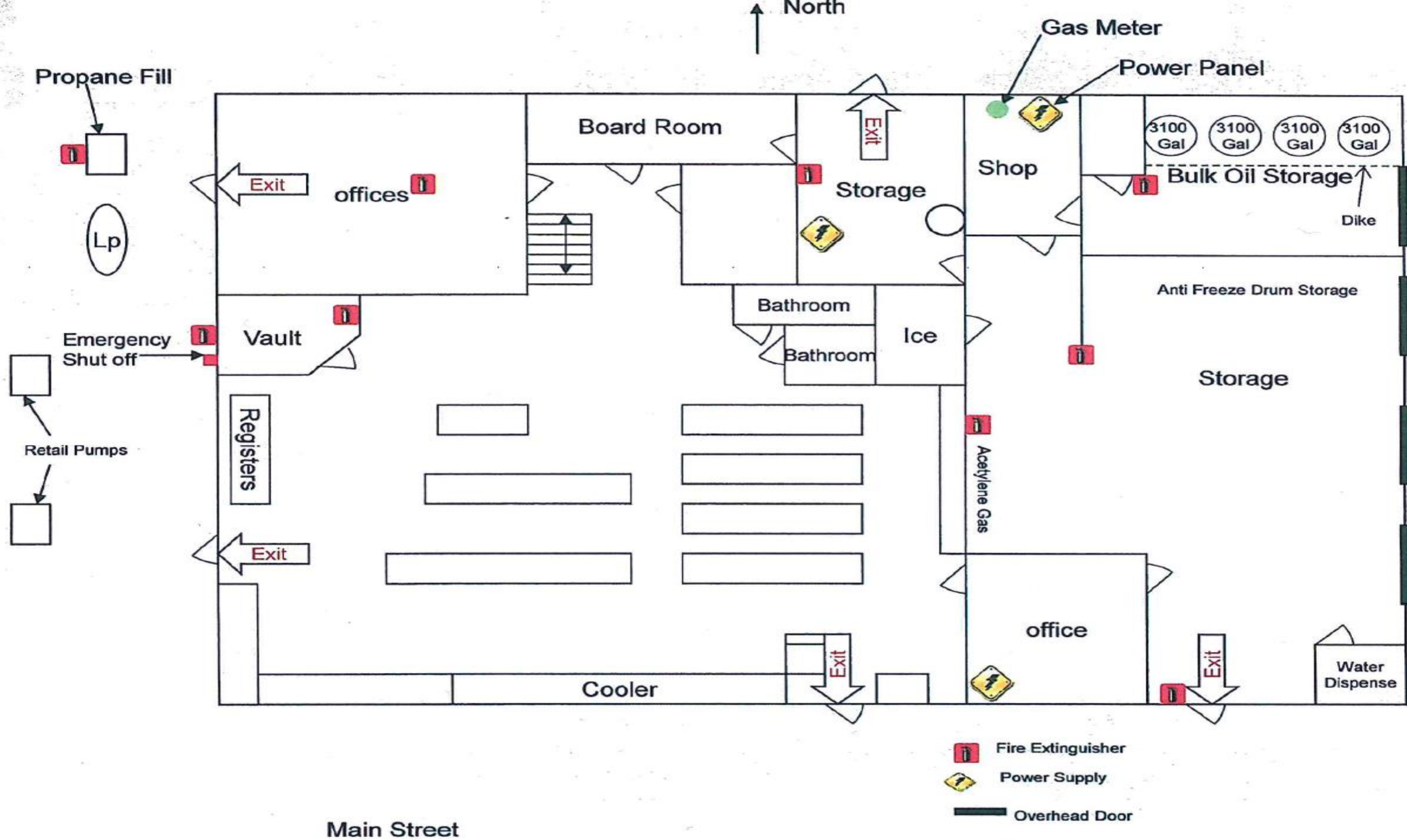
Map(s)

FacilityMap

remove map

Starting with this reporting year “RY2015”, if they are not annotated properly, you must update your facility map and attach it to the report. We have provided (5) examples of location/facility maps that are the only ones that will be accepted for inclusion in the Tier II.

The (5) examples are listed on the next several slides.





Chemical Storage Shed



Diesel
Storage

Warehouse

Shop

Pesticide
Warehouse

Anhydrous Ammonia

Liquid Fertilizer

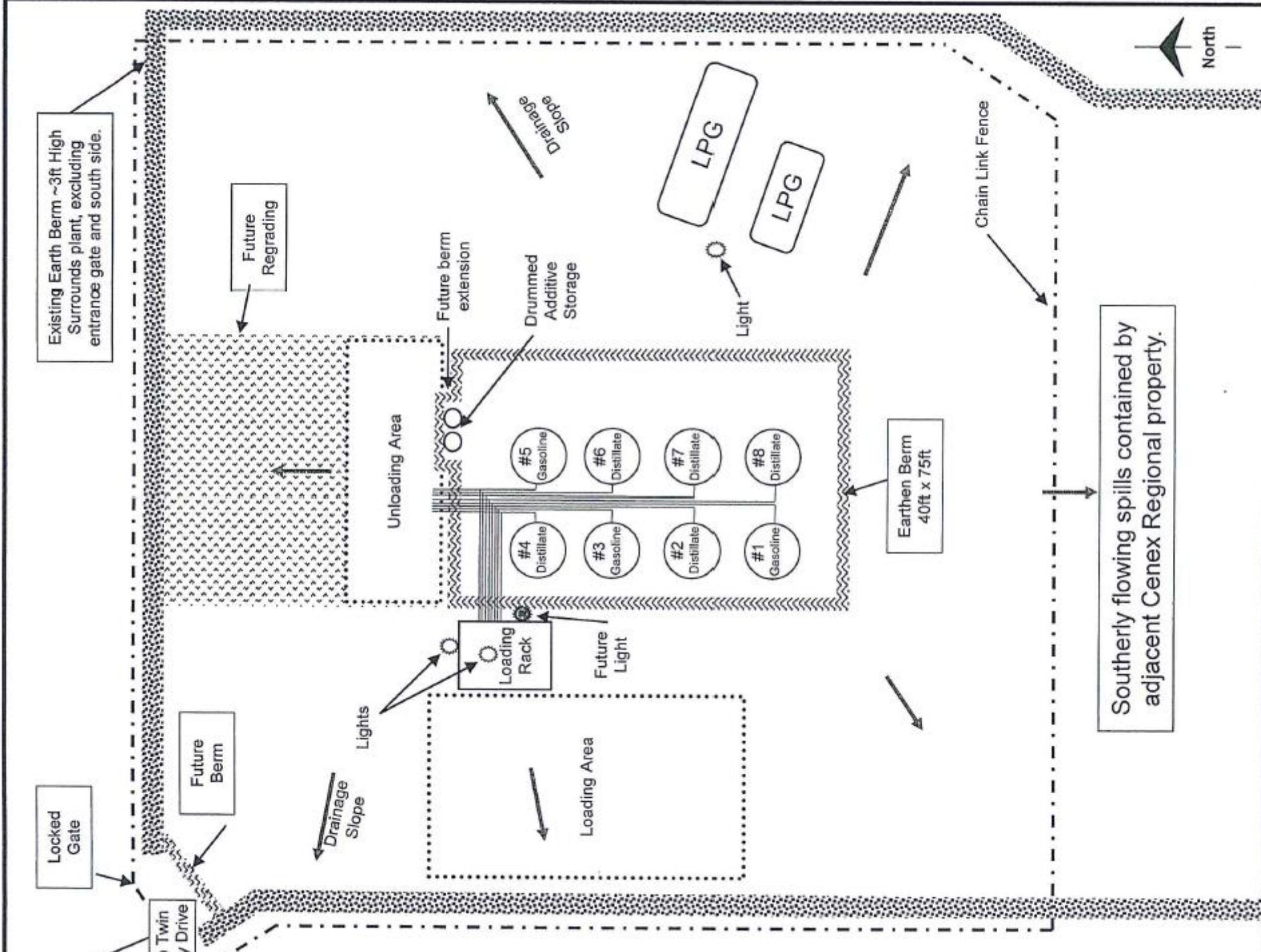
Gone

Grain Elevator

Fuel Storage
Tanks

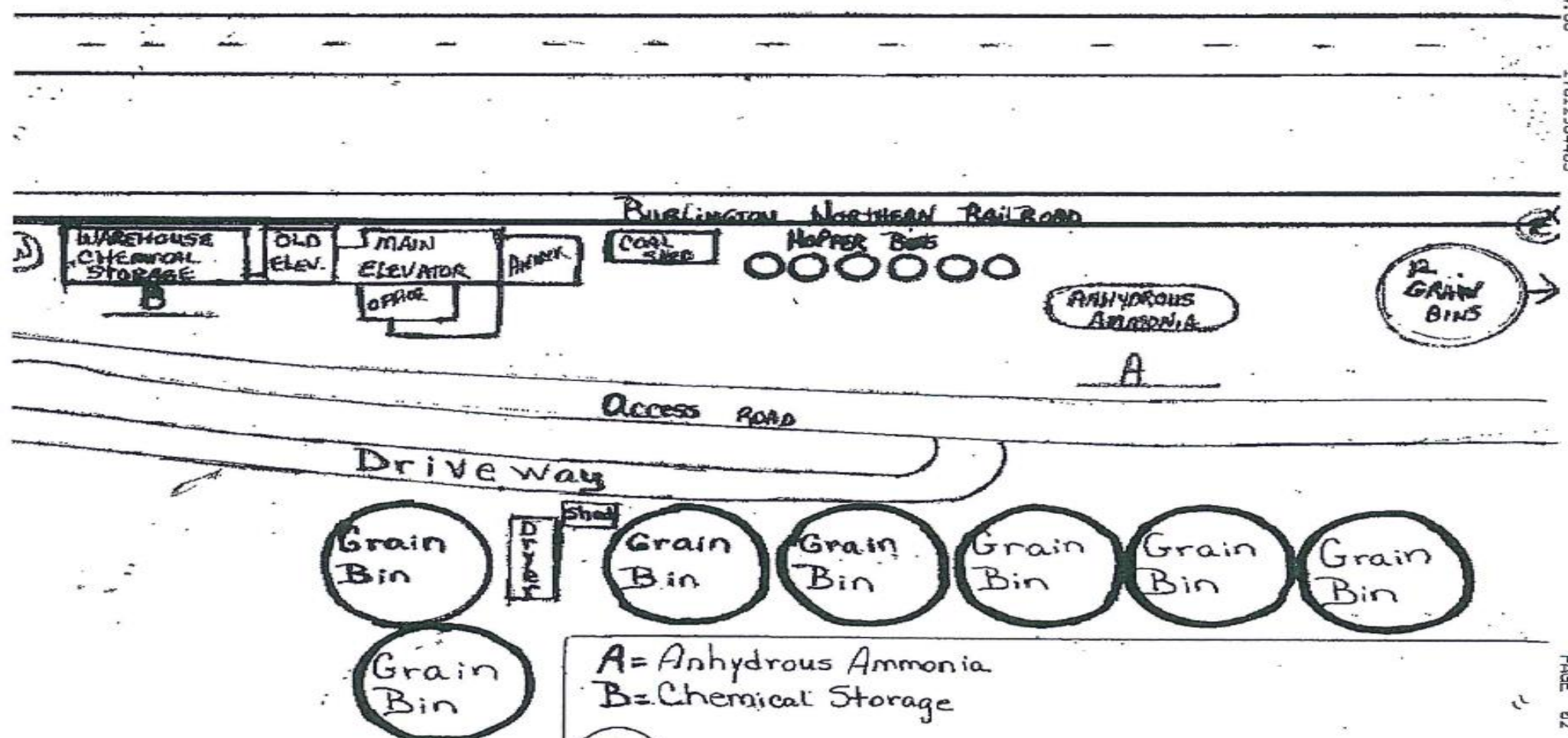
Dry Bulk Fertilizer

Office



N

03/03/2014 04:06 17012964403



PAGE 02

You will see that the report title is listed for this particular facility as you are copying the facility, so click on “Save”. The Report title will remain the same.

ND Tier II Filing: File New Report

[<< return](#)[FAQ](#)

Report Information

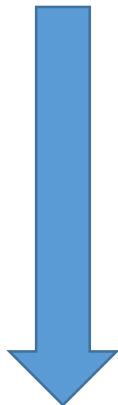
* Report Date:

12/9/2015

* Report Title:

Mitchell's Chemical Supply RY2015 - 2014

save



If you need to edit or remove any of your chemicals, this is where you will do that. After making the appropriate changes, then you can click on “submit this report”.

Chemicals	
Hydrochloric Acid	edit chemical remove chemical
Methanol	edit chemical remove chemical
ETHEYLENE GLYCOL	edit chemical remove chemical
copy chemicals to a facility	

Facility Cost: \$75.00

Total Cost For Report: \$75.00

[submit this report](#) [view this report](#) [delete this report](#)

After clicking on “submit this report”, the following screen should appear. Go down to the third row which says *Reporting Period: From January 1 to December 31, 20 ____ and type in the number “15” for reporting year 2015.

If you want to pay your hazardous chemical fee when you file your report, annotate the check number in the “Check Number”: box in the fourth row. **ALSO**, please identify the company/facility that the check is for.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Mitchell's Chemical Supply RY2015 - 2014		
Report ID:	25143 view entire report		
* Reporting Period:	From January 1 to December 31, 20 <input type="text"/>		
Check Number:	<input type="text"/>		
Send Me an Invoice:	<input type="checkbox"/>		
* Submitted By:	<input type="text" value="Ray DeBoer"/>		
* Submitted By Email:	<input type="text" value="rdeboer@nd.gov"/>		
Facilities:	<table><tr><td>Mitchell's Chemical Supply - Bismarck:</td><td><input type="text" value="\$75.00"/></td></tr></table>	Mitchell's Chemical Supply - Bismarck:	<input type="text" value="\$75.00"/>
Mitchell's Chemical Supply - Bismarck:	<input type="text" value="\$75.00"/>		
Total Cost:	\$75.00		
<input type="button" value="submit"/>			

If you would like us to send you an invoice for payment, then go to the fifth row and check the box that says “Send Me an Invoice”. Then click on “submit”.

After clicking on “submit”, the following screen should appear. This tells you that your report has been submitted and where to submit your payment. **NOTE:** Please wait for the invoice to be sent to you before sending in your check for payment.

ND Tier II Filing: Submit Report

[<< return](#)

Your report has been submitted.

Please submit payment to:

ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

The next few slides are if you check “Update each facility emergency contact individually for the new report”.

If you click on “Update each facility emergency contact individual for the new report”, the screen on the next slide should appear.

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

<< Past Reports

FAQ

- ☐ Use one new emergency contact for all facilities on the new report
- ☒ Update each facility emergency contact individually for the new report
- ☐ Use original information, on the old report, for the new report

Submit

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

Previous Emergency Contact Info	
Facility Name:	Mitchell's Chemical Supply - Bismarck
Name:	Michael Johnson
Title:	General Manager
Email:	rdeboer@nd.gov
Phone:	701-123-4567
24 Hour Phone:	701-234-5678
Update Emergency Contact Info	
* Name:	<input type="text"/>
* Title:	<input type="text"/>
* Email:	<input type="text"/>
* Phone:	<input type="text"/>
* 24 Hour Phone:	<input type="text"/>
<input type="submit" value="Submit"/>	

After clicking on “Update each facility emergency contact individual for the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

ND Tier II Filing: All Your Reports

[<< Tier II Home](#)[FAQ](#)

Submitted Reports

Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
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NON-Submitted Reports

[edit or submit these reports](#)

Report Title	Report ID	Date Created	
Mitchell's Chemical Supply RY2015 - 2014	25141	12/9/2015	view delete

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

This is what your screen should look like if you click on “Update each facility emergency contact individual for the new report”.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

Previous Emergency Contact Info	
Facility Name:	Mitchell's Chemical Supply - Bismarck
Name:	Mike Mitchell
Title:	CEO
Email:	rdeboer@nd.gov
Phone:	701-111-1111
24 Hour Phone:	701-222-1111
Update Emergency Contact Info	
* Name:	<input type="text"/>
* Title:	<input type="text"/>
* Email:	<input type="text"/>
* Phone:	<input type="text"/>
* 24 Hour Phone:	<input type="text"/>
<input type="submit" value="Submit"/>	

Fill in the appropriate blocks on the “Update Emergency Contact Info”, then click on “Submit”.

After you have clicked on "Update each facility emergency contact individually for the new report" the following screen should appear. Form here you will select the appropriate "box" for whatever action that will be required. **NOTE: This box only edits the report title, nothing in the facility report or in the company.**

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015 - 2014 - 2014*

ID: 25156

Date: 12/15/2015

[edit report information](#)[add/remove facilities on report](#)

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility](#)[change facility](#)[add chemical](#)[add facility map](#)

Map(s)

[FacilityMap](#)

[remove map](#)

Chemicals

Hydrochloric Acid

edit chemical

remove chemical

Methanol

edit chemical

remove chemical

ETHEYLENE GLYCOL

edit chemical

remove chemical

copy chemicals to a facility

Facility Cost: \$75.00

Total Cost For Report: \$75.00

submit this report

view this report

delete this report

You will see that the report title is listed for this particular facility as you are updating the facility contact information, so click on “Save”. The Report Title will remain the same.

ND Tier II Filing: File New Report

[<< return](#)[FAQ](#)

Report Information	
* Report Date:	<input type="text" value="12/15/2015"/>
* Report Title:	<input type="text" value="Mitchell's Chemical Supply RY2015 - 2014 - 2014 - 201"/>
<input type="button" value="save"/>	

After you have saved “The Report”, the following screen should appear and if you do not have any other type of edits, then click on “submit this report”.

The screenshot shows a web interface for generating a report. It features a 'Map(s)' section with a 'FacilityMap' link and a 'remove map' button. Below this is a 'Chemicals' section containing a table of chemicals: Hydrochloric Acid, Methanol, and ETHEYLENE GLYCOL. Each chemical has 'edit chemical' and 'remove chemical' buttons. A 'copy chemicals to a facility' button is located below the table. To the right of the chemicals section, the text 'Facility Cost: \$75.00' is displayed. At the bottom, a large orange bar contains the text 'Total Cost For Report: \$75.00'. Below this bar are three buttons: 'submit this report', 'view this report', and 'delete this report'. A blue arrow points from the text box at the top left to the 'submit this report' button.

Map(s)	
FacilityMap	<button>remove map</button>

Chemicals	
Hydrochloric Acid	<button>edit chemical</button> <button>remove chemical</button>
Methanol	<button>edit chemical</button> <button>remove chemical</button>
ETHEYLENE GLYCOL	<button>edit chemical</button> <button>remove chemical</button>

copy chemicals to a facility

Facility Cost: \$75.00

Total Cost For Report: \$75.00

submit this report view this report delete this report

After clicking on “submit this report”, the following screen should appear. Go down to the third row which says “Reporting Period: From January 1 to December 31, 20__ and type in the number “15” for reporting year 2015.

If you want to pay your hazardous chemical fee when you file your report, annotate the check number in the “Check Number:” box in the fourth row. ALSO, please identify the company/facility that the check is for.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)

Report:	Mitchell's Chemical Supply RY2015 - 2014 - 2014	
Report ID:	25156 view entire report	
* Reporting Period:	From January 1 to December 31, 20 <input type="text"/>	
Check Number:	<input type="text"/>	
Send Me an Invoice:	<input type="checkbox"/>	
* Submitted By:	<input type="text" value="Ray DeBoer"/>	
* Submitted By Email:	<input type="text" value="rdeboer@nd.gov"/>	
Facilities:	<input type="text" value="Mitchell's Chemical Supply - Bismarck:"/>	<input type="text" value="\$75.00"/>
Total Cost:	\$75.00	
<input type="button" value="submit"/>		

If you would like us to send you an invoice for payment, then go to the fifth row and check the box that says “Send Me an Invoice”. Then click on “submit”.

After clicking on “submit”, the following screen should appear. This tells you that your report has been submitted and where to submit your payment.
NOTE: If you click on “Send Me an Invoice”, please wait for the invoice to be sent to you before sending in your check for payment. We will be receiving thousands of reports during this time.

ND Tier II Filing: Submit Report

[<< return](#)

✓ **Your report has been submitted.**

Please submit payment to:

ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

The next few slides are if you check “Use original information from the old report, for the new report”.

If the original emergency contact information on the old report is still current, then you would click on “Use original information, on the old report, for the new report”. And click “Submit”.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

- ☐ Use one new emergency contact for all facilities on the new report
- ☐ Update each facility emergency contact individually for the new report
- ☒ Use original information, on the old report, for the new report

After clicking on “Use original information, from the old report, on the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

ND Tier II Filing: All Your Reports

<< Tier II Home

FAQ

Submitted Reports

Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
--------------	-----------	----------------	----------------	----------------	--

NON-Submitted Reports

edit or submit these reports

Report Title	Report ID	Date Created	
Mitchell's Chemical Supply RY2015 - 2014	25141	12/9/2015	<div>view</div> <div>delete</div>

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

After you have clicked on “edit or submit this report”, the following screen should appear. From here you will select the appropriate “box” for what ever action that will be required. **NOTE: This box only edits the report title, nothing in the facility report or in the company.**

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports

Report Title: *Mitchell's Chemical Supply RY2015 - 2014*

ID: 25143

Date: 12/9/2015

[edit report information](#)[add/remove facilities on report](#)

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility](#)[change facility](#)[add chemical](#)[add facility map](#)

Map(s)

[FacilityMap](#)

[remove map](#)

After clicking on “edit report information” the following screen should appear. You will see that the report title is listed for this particular facility as you are copying the facility, so click on “Save”. The Report Title will remain the same.

ND Tier II Filing: File New Report

[<< return](#)[FAQ](#)

Report Information

* Report Date:

* Report Title:

After you have clicked on “edit or submit this report” from the previous page, the following screen should appear. From here you will select the appropriate “box” for whatever action that is required. If you need to to edit the report information, click on that box and the screen on the next page should appear. **NOTE: This box only edits the report title, nothing in the facility report or in the company.**

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015 - 2014 - 2014*

ID: 25153

Date: 12/10/2015

[edit report information](#)[add/remove facilities on report](#)

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility](#)[change facility](#)[add chemical](#)[add facility map](#)

Map(s)

[FacilityMap](#)

[remove map](#)

You will that the report title is listed for this particular facility, as you are copying the facility, so click on "Save". The Report Title will remain the same and the current reporting year (RY) will appear behind the report title name.

ND Tier II Filing: File New Report

[<< return](#)[FAQ](#)

Report Information	
* Report Date:	<input type="text" value="12/10/2015"/>
* Report Title:	<input type="text" value="Mitchell's Chemical Supply RY2015 - 2014 - 2014"/>
<input type="button" value="save"/>	

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015 - 2014*

[edit report information](#)

ID: 25141

[add/remove facilities on report](#)

Date: 12/9/2015

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility](#)[change facility](#)[add chemical](#)[add facility map](#)

Map(s)

[FacilityMap](#)

[remove map](#)

Chemicals

Hydrochloric Acid

[edit chemical](#)[remove chemical](#)

Methanol

[edit chemical](#)[remove chemical](#)

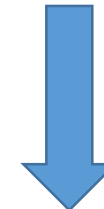
ETHEYLENE GLYCOL

[edit chemical](#)[remove chemical](#)[copy chemicals to a facility](#)

Facility Cost: \$75.00

After click on "edit or submit these reports", the following screen should appear and here is where you will edit anything that needs to be changed if need be. If everything is the same from the previous year, then you can scroll down to the three gold button on the bottom of the page and click on "submit this report".

Continued on the next page.



If you need to edit or remove any of your chemicals, this is where you will do that. After making the appropriate changes, then you can click on “submit this report”.

The screenshot shows a web interface for managing chemicals. At the top, a light yellow header bar is labeled "Chemicals". Below this, there is a table with three rows of chemicals: "Hydrochloric Acid", "Methanol", and "ETHEYLENE GLYCOL". Each row has two buttons: "edit chemical" and "remove chemical". Below the table is a button labeled "copy chemicals to a facility". To the right of the table, the text "Facility Cost: \$75.00" is displayed. Below the table and cost information is a light yellow bar containing the text "Total Cost For Report: \$75.00". At the bottom of the interface are three orange buttons: "submit this report", "view this report", and "delete this report". Two blue arrows originate from the text box at the top of the page. One arrow points to the "edit chemical" button for "Hydrochloric Acid", and the other arrow points to the "submit this report" button.

Chemicals	
Hydrochloric Acid	edit chemical remove chemical
Methanol	edit chemical remove chemical
ETHEYLENE GLYCOL	edit chemical remove chemical

[copy chemicals to a facility](#)

Facility Cost: \$75.00

Total Cost For Report: \$75.00

[submit this report](#) [view this report](#) [delete this report](#)

After clicking on “submit this report”, the following screen should appear. Go down to the third row which says “Reporting Period: Form January 1 to December 31, 20__” and type the number “15” in the box for reporting year 2015.

If you want to pay your hazardous chemical fee when you file your report, annotate the check number in the “Check Number” box in the fourth row. ALSO, please identify the company/facility that the check is for.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)

Report:	Mitchell's Chemical Supply RY2015 - 2014	
Report ID:	25116 view entire report	
* Reporting Period:	From January 1 to December 31, 20	<input type="text"/>
Check Number:	<input type="text"/>	
Send Me an Invoice:	<input type="checkbox"/>	
* Submitted By:	<input type="text" value="Ray DeBoer"/>	
* Submitted By Email:	<input type="text" value="rdeboer@nd.gov"/>	
Facilities:	Mitchell's Chemical Supply - Bismarck:	\$75.00
Total Cost:	\$75.00	
<input type="button" value="submit"/>		

If you would like us to send you an invoice for payment, then go to the fifth row and check the box that says “Send Me an Invoice”. Then click on “submit”.

After clicking on “submit”, the following screen should appear. This tells you that your report has been submitted and where to submit your payment.
NOTE: Please wait for the invoice to be sent to you before sending in your check for payment.



ND Tier II Filing: Submit Report

[<< return](#)

Your report has been submitted.

Please submit payment to:

ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

This site updated as of 9/30/2015.

After you have submitted your report, you will receive an email indicating that your Tier II report has been filed and that it **is being** processed.

We at NDDES will also receive an email indicating that a Tier II report has been received. It does not indicate who the report is from, but just lets us know that a report has been received.

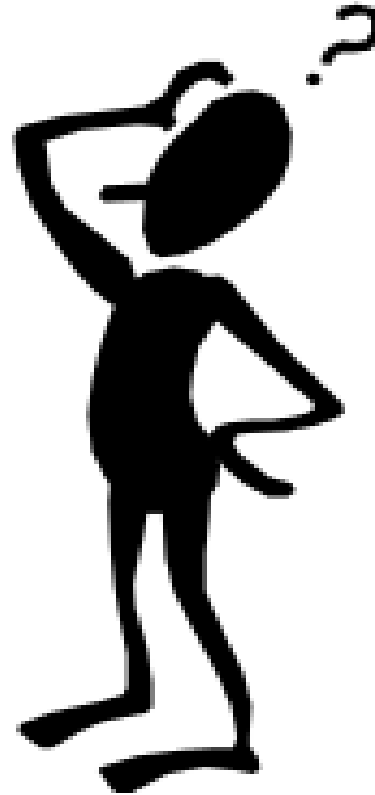
If you want to pay your hazardous chemical fee when you file your report, annotate the check number in the “Check Number” box in the forth row. ALSO, please identify the company/facility that the check is for.

If you would like us to send you an invoice for payment, then go to the fifth row and check the box that says “Send Me an Invoice”. Then click on “submit”.

We ask that you be patient in getting your invoice as we are receiving hundreds of reports daily and it takes time to review them. We currently have approximately 10,000 Tier II report in our system.

After NDDES receives your payment, then we apply that funding to the Tier II facility. When that has been done, you should receive another email indicating that your Tier II report **has been** processed.

QUESTIONS?



Frequently Asked Questions

The following “url” is where you will find some Haz-Mat Frequently Asked Questions: (FAQs)

http://www.nd.gov/des/uploads/resources/816/hazmat_faqs.pdf

Points of Contact

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